

January 18, 2022
Engineering Services - Kane Land Access Path

Notice of Request for Proposals

Description: The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications for the development of a safe pedestrian *Access Path* to proposed trail improvements, extending along approximately 150 feet of Gleasondale Road (Route 62 – a state numbered, town owned road) in Stow.

RFP Packages: RFP Packages will be available beginning **January 18, 2022 at 1 PM**. Packages are available via email by contacting planning@stow.ma.gov. Packages are also available upon request in the outdoor dropbox at:

Town of Stow Planning Department
380 Great Road
Stow MA 01775

Due Date & Time: Proposals are due by **1:00 PM on Friday, February 18, 2022**.

Place: RFP's are to be submitted to:
Town of Stow Planning Department
380 Great Road
Stow MA 01775

Questions/RFI's: If you have questions about this RFP or have a request for information or clarification, please contact Jesse Steadman at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **1:00 PM on February 1, 2022**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by **1 PM on February 7th, 2022**.

Contract Info: The Town of Stow Selection Committee will negotiate an industry standard contract (ASCE E-500 Standard Form of Agreement Between Owner & Engineer for Professional Services) with the successful proposer. Any contract issued in response to a successful proposal must be approved by the Town Administrator.

Project Period: The Town endeavors to expedite all contracts within a timely fashion.

Engineering and design services are expected to be completed **by June 30, 2022**. The Town, at its sole election, may renew this contract for two additional one-year terms.



Town of Stow PLANNING BOARD

**380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321**

January 18, 2022

REQUEST FOR PROPOSAL DESIGN, SURVEY AND ENGINEERING SERVICES

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GLEASONDALE ROAD TRAIL ACCESS PATH

SECTION 1. TIMELINE FOR SUBMISSION

Proposals will be accepted at the Stow Planning Department until 1:00 p.m. on Friday, February 18, 2022.

All Proposals shall be delivered to the Town of Stow Planning Department Office, 380 Great Road, Stow, MA 01775, and shall be clearly marked "Gleasondale Road Trail Access Survey and Design" on the front of a sealed envelope or package.

SECTION 2. DESCRIPTION AND LIMIT OF WORK

A. Description

The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications for the development of a safe pedestrian *Access Path* to proposed trail improvements, extending along approximately 150 feet of Gleasondale Road (Route 62 – a state numbered, town owned road) in Stow.

The project scope of services includes:

- Site Visit and Coordination with Highway and Planning Department;
- Conceptual construction plans;
- 100% Design and Construction Plans;
- Construction Estimate;
- Construction specifications and preparation of documents for Bid Administration.

The proposed ~150' foot long access path is intended to provide safe access from Gleasondale Road to a primitive nature trail on a 29 acre parcel of Town owned land shown on Stow Assessors Map U7, Parcel #34. The proposed trail is not intended to meet MA Architectural Access Board (AAB) standards for Americans with Disabilities Act compliance due to the unsuitable grades and primitive nature of the site and trail network. However, it is expected that the design for the *Access Path* will conform to all other applicable safety standards, and if practicable, meet Massachusetts AAB standards. Use of the trail access is expected to be light and limited to pedestrians.

Task 1: Gleasondale Road Pedestrian Improvements

Of the three villages in Stow, Gleasondale Village includes the least amount of pedestrian infrastructure and a lack of access to functional open spaces. A group of Gleasondale residents have been working with the Planning, Conservation and Highway Departments (*Town Project Team*) toward making improvements to a primitive trail on a parcel of Town owned land along the Assabet River, which can be accessed via Gleasondale Road. A topographical, existing conditions survey of Route 62 in Gleasondale Village was completed in 2017 and will serve as the base map for proposed work.

The proposed work includes the design and engineering associated with a pedestrian *Access Path* along Route 62, beginning between the existing utility pole and southern terminus of the Route 62 guardrail at 2 Marlboro Road and extending north, approximately 150' feet on the back side of the guardrail to a topographically suitable location on Town owned Parcel 34. The following design components shall be considered by the consultant during the engineering process:

- The walking path shall be located within the Town right-of-way to the extent practicable. Any proposed/anticipated construction easements shall be shown on the plan. Permanent easements shall be avoided to the extent practicable.
- The width of the walking path shall be between 3-5' feet and may vary as needed;
- A durable, maintainable, unpaved surface treatment shall be proposed by the consultant based upon the existing conditions and constraints of the site. Surface treatments may include but not be limited to woodchips, recycled asphalt or stone dust;
- The path will be required to navigate an existing culvert approximately 50 feet north of its anticipated start;
- Boardwalks, retaining walls and other hardscape features shall be discussed with the Town Project Team at the concept stage prior to incorporation into final design, as construction costs shall be minimized to the extent practicable.

Deliverables:

1. Conceptual plan of proposed pedestrian *Access Path* in relation to the Town's right-of-way boundary, including any required improvements to meet grading requirements and navigate the culvert crossing, including but not limited to retaining walls, boardwalks and guardrails;
2. Final Design plan showing preferred locations and design attributes based upon Planning and Highway Department feedback on submitted concepts. Final Design Plans shall be tied to the Existing Conditions Survey Plan as applicable

Task 2: Construction Estimate

1. The consultant will prepare a preliminary construction estimate based upon the Planning and Highway Department's preferred conceptual design in MS Excel format, reflecting the latest MassDOT Weighted Average Bid Unit Prices.
2. Consultant will provide a brief memo outlining anticipated costs for materials only, in the event the Town should utilize a Highway Department force account to complete construction.

B. Limit of Work

The project will encompass:

- A portion of the Town right-of-way (county layout) of Route 62 as shown on Sheet 3 of the "Existing Conditions Plan Gleasondale Road (Route 62) Stow, MA" dated April 10, 2017 and attached hereto as Exhibit A, from approximately the existing utility pole along the frontage of 2 Marlboro Road, north to a location of suitable grades along the adjacent frontage of the Town owned parcel described more fully in Book 22772, page 447 at the Middlesex South Registry of Deeds (see attached plan);

- The following survey plans are available for consultant use:
 - Parcel 34 Perimeter Plan prepared by A-Plus Construction Services Corporation, dated January 5, 2016;
 - Existing Conditions Plan for Route 62 (Gleasondale Road), prepared by A-Plus Construction Services Corporation, dated April 2, 2017.
- It is assumed that all work will be contained within the existing Right-of-Way owned by the Town of Stow. The consultant shall indicate the need for any other items required to accomplish the task. Existing survey plans are attached for reference.

SECTION III. MINIMUM QUALIFICATIONS/EXPECTATIONS

Minimum Qualifications:

To be considered, firms must meet the following minimum criteria:

1. A qualified team of Professional Land Surveyors, Civil Engineers, and/or Transportation Engineering firms.

SECTION IV. PROPOSAL SUBMISSION REQUIREMENTS

One (1) original bound copy and one (1) digital copy of the Proposal marked “Proposal - Professional Engineering Services for Stow Gleasondale Road” must be received per the time frame outlined in Section I. It is the sole responsibility of the proposer to insure that the Proposal arrives on time and at the designated place.

Within the technical portion and price portion of the Proposal, please supply each of the following items and clearly structure and label the Proposal:

Technical Portion

1. Cover letter with response, acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this Request for Proposal, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
2. A narrative describing the proposer’s understanding and approach toward completing the scope of work outlined in the Scope of Services as defined in the RFP, including overall methodology.
3. A Basic Scope of Services itemizing and detailing the tasks to be performed and deliverables associated with the proposer’s scope shall be provided.
4. A schedule of Services.
5. The identification of any and all sub-consultants and/or subcontractors who will work with the Proposer.
6. Certificates of insurance.

Price Portion

1. Consultant shall provide the Town with a lump sum fee estimate itemized to correspond to specific tasks and deliverables included in Section A.
2. Rates for individuals or positions. Ranges for positions are acceptable.

Required Forms

Proposals shall include completion of the following forms (attached to Request for Proposal):

1. Certificate of Non-Collusion
2. Price Proposal
3. Statement of Tax Compliance

SECTION IV. AMENDMENTS

If any changes are made to this Request for Proposal, an addendum will be issued. Addenda will be mailed or faxed to firms invited to Propose.

The Town may cancel this Request for Proposal, or reject in whole or in part any and all Proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

SECTION V. AWARD and CONTRACT:

The Contract will be awarded to the most advantageous Proposer, and will be based on the Proposer's understanding of the scope of services defined herein, evaluation of the Proposal's services to meet the requirements, the Proposer's references and a fee estimate that fits within the Town's budget.

If necessary, in order to distinguish the qualifications and clarifications between finalists, firms may be invited to make a presentation before the Planning Board.

The Town of Stow reserves the right to reject any Proposal or to waive any informality in the process if it is in the best interest of the Town.

The project and services provided by the successful candidate will comply with all Stow and Commonwealth of Massachusetts standards and codes, and with MGL Chapter 30.

All Proposal prices submitted in response to this Request for Proposal shall remain firm for ninety (90) days following the Proposal opening.

SECTION VI. CONTACT INFORMATION

Please contact the Town of Stow for clarification of this Request for Proposal, and direct all inquiries regarding the Request for Proposal to:

Jesse Steadman – Town Planner
Stow Planning Department
Stow, MA 01775
978-897-8071
978-897-5682 (Fax)
planning@stow-ma.gov

The Town of Stow is an equal opportunity employer.

Town of Stow

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, S.49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME OF PROPOSER(S):

SIGNATURE(S):

PRINTED NAME(S):

NAME OF BUSINESS:

ADDRESS:

SOCIAL SECURITY NUMBER(S) OR FEDERAL ID NUMBER: _____

Town of Stow

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, club, or other organization, entity, or group of individuals.

(Signature of individual submitting Proposal)